



Exhibition Place

7

September 7, 2016

To: The Board of Governors of Exhibition Place

ACTION REQUIRED

From: Dianne Young, Chief Executive Officer

Subject: **Notice to Amend Governance By-law 1-13 and Financial By-law 2-13**

Summary:

At its meeting of July 28, 2016, the Board approved a report regarding the structural organizational changes to the Finance Department given the present Corporate Secretary for Exhibition Place is retiring in December, 2016.

The purpose of this report is to provide notice as required of proposed amendments to the Board's Governance By-law 1-13 and the Financial By-law 2-13 in order to allow the organizational changes to be effective by January 1, 2017.

Recommendations:

It is recommended that the Board:

- 1) **Receive this report as notice with respect to proposed amendments to the Governance By-law No. 1-13, attached as Appendix "A";**
- 2) **Receive this report as notice with respect to proposed amendments to the Financial By-law No. 2-13, attached as Appendix "B";**
- 3) **Authorize staff to submit the By-laws to the December 2, 2016 meeting of the Board for enactment.**

Financial Implications:

There are no financial implications resulting from the adoption of this report.

Decision Background:

The Exhibition Place 2014 – 2016 Strategic Plan had an Organizational and Staffing Goal to *Review and revise our corporate systems* and as a Strategy to support this Goal *we will complete an annual review of By-Laws, Policies and Procedures of the Board of Governors.*

At its meeting of April 12, 2011, City Council adopted Report EX4.6 from the City Manager entitled "Managing Through Agencies and Corporations", recommending that City Council approve the board by-laws of all agencies that regulate the internal conduct of the business and affairs of the agency.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2011.EX4.6>

Issue Background:

The organizational change approved by the Board requires amendments to the Board By-laws.

Comments:

By-law No. 1-13, Article XVII, Amendments to the By-law, section 18.2 provides that notice of proposed amendments to the by-law must be given at a previous regular meeting of the Board

and a copy of the notice of motion to amend the by-law provided to the Members by the Corporate Secretary by regular mail, fax or electronic mail at least forty-eight (48) hours prior to the meeting at which it is to be considered.

For ease of reference the sections in By-law No. 1-13 proposed to be amended are shown in bold either to be "inserted" (new or revision) or "deleted" (with strikethrough), on the attached Appendix "A".

By-law No. 2-13, Article XIV, Amendments to the By-law, section 14.2 provides that notice of proposed amendments to the by-law must be given at a previous regular meeting of the Board and a copy of the notice of motion to amend the by-law provided to the Members by the Corporate Secretary by regular mail, fax or electronic mail at least forty-eight (48) hours prior to the meeting at which it is to be considered.

For ease of reference the sections in By-law No. 2-13 proposed to be amended are shown in bold either to be "inserted" (new or revision) or "deleted" (with strikethrough), on the attached Appendix "B".

This report has been shared with City Legal and the City Manager's Office who have both indicated there are no concerns with the proposed amendments to the By-laws.

Contact:

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APPENDIX "A"

THE BOARD OF GOVERNORS OF EXHIBITION PLACE

Governance By-law No. ~~(delete) 4-13~~ *(insert) 1-16*

To govern the proceedings of The Board of Governors of Exhibition Place and the conduct and management of its affairs.

The Board of Governors of Exhibition Place HEREBY ENACTS as follows:

**ARTICLE I
INTERPRETATION**

1. Definitions

In this By-law, the following terms have the meanings set out below:

"Board" or "Board of Governors" means The Board of Governors of Exhibition Place;

"Member" means a member of the Board of Governors who is either a member, ex officio, or a member appointed by the Council of the City;

"Budget" means the operating and capital budgets approved by the Board and Council;

"CEO" means the Chief Executive Officer of Exhibition Place, and includes an appointment by the Board to fill this position on an interim basis;

"Chair" means the Chair of the Board of Governors;

***(insert)* "CFO & Corp Sec" means the Chief Financial Officer & Corporate Secretary of the Board, and includes an appointment by the Board to fill this position on an interim basis.**

~~*(delete)* "CFO" means the Chief Financial Officer of the Board, and includes an appointment by the Board to fill this position on an interim basis;~~

"City" means the City of Toronto;

"Committee" means any committee appointed by the Board under this By-law;

~~*(delete)* "Corporate Secretary" means the Corporate Secretary of the Board of Governors and includes an appointment by the Board of Governors to fill this position on an interim basis;~~

"Council" means the Council of the City of Toronto;

"Program Areas" means the Exhibition Place Program, and the Soccer Stadium Program, and the department heads within these Program Areas and including any future additions or deletions of programs as approved by the Board;

"Public Members" mean those Members appointed to the Board who are not Council Members; and

"Vice-Chair" means the Vice-Chair of the Board of Governors.

ARTICLE II PRINCIPLES AND PURPOSE

- 2.1 The purpose of the Governance By-law establishes the rules for all meetings of the Board of Governors and its Committee Meetings.
- 2.2 Principles of the Governance By-law:
- (a) The following members' rights are the principles upon which the governance by-law is based:
- (i) The majority of members have the right to decide;
 - (ii) The minority of members have the right to be heard;
 - (iii) All members have the right to information to help make decisions, unless otherwise prevented by law;
 - (iv) Members have a right to an efficient meeting;
 - (v) All members have the right to be treated with respect and courtesy; and
 - (vi) All members have equal rights, privileges and obligations.
- (b) The governance by-law is interpreted in accordance with the principles set out in subsection (a).

ARTICLE III CONDUCT OF BUSINESS

3. The rules and regulations contained in this By-law shall be observed in all proceedings of the Board and shall be the rules and regulations for the order and dispatch of business by the Board and, where applicable, in Committees.

ARTICLE IV HEAD OFFICE

4. The head office of the Board shall be in the City of Toronto, in the Province of Ontario, and at such place therein as the Board may from time to time determine.

ARTICLE V CORPORATE SEAL

- 5.1 The seal of the Board shall be in the form impressed hereon and may be changed from time to time to a form approved by the Board.
- 5.2 The seal of the Board shall be in the charge of the *(insert) CFO & Corp Sec (delete) Corporate Secretary*, who has power to affix it to those instruments or documents as may require it and, in the absence of the *(insert) CFO & Corp Sec (delete) Corporate Secretary* no person except the Chair or the Chief Executive Officer has authority to use the seal for any purpose.

ARTICLE VI PURPOSE OF THE BOARD OF GOVERNORS

6. As a City Board of the City of Toronto, the purpose of the Board of Governors is the continued, long-term successful operation, management and maintenance of Exhibition Place and to perform such duties and approve certain matters as may be required by the laws, regulations, by-laws and policies as set out or as enacted from time-to-time by the Government of Canada, Province of Ontario and the City.

ARTICLE VII
RESPONSIBILITIES OF THE BOARD OF GOVERNORS

7. The Board shall oversee the general (as distinct from the day-to-day) management of the affairs, activities and assets of Exhibition Place and shall be responsible for establishing the strategic direction and general operating policies of Exhibition Place. Without limiting the generality of the foregoing, the Board shall have the authority and responsibility to:
- (a) Adopt a strategic planning process and approve of a strategic plan for Exhibition Place;
 - (b) Approve the business plans and annual capital and operating budgets for Exhibition Place for submission to Council for approval;
 - (c) Make or cause to be made for the Board of Governors, in its name, any kind of contract which the Board may lawfully enter into;
 - (d) Initiate or defend legal actions in the name of the Board of Governors;
 - (e) Review the performance of Exhibition Place on a consolidated basis and approve all annual financial statements;
 - (f) Delegate such of its powers as it may legally do and which it may deem advisable to Board's staff and committees established by the Board;
 - (g) Prepare for, attend and participate in Board and committee meetings;
 - (h) Ensure processes are in place to identify and address the principal corporate or business risks arising from the activities of the Board;
 - (i) Make recommendations and proposals for consideration by the Council of the City, where required;
 - (j) Review and approve key policies and practices;
 - (k) Periodically review general operating guidelines for the use of Exhibition Place, including the terms and conditions for using Exhibition Place, and to make recommendations for long-term improvements;
 - (l) Develop performance criteria for Board programs and review performance against objectives;
 - (m) Identify matters that are at issue regarding the management and operation of Exhibition Place and to work towards the resolution of these matters;
 - (n) Adopt and maintain policies with respect to the hiring of employees and the procurement of goods and services; and
 - (o) Ensure the preparation and submission to the City of all budget and program submissions as required by the City.

**ARTICLE VIII
MEETINGS OF THE BOARD OF GOVERNORS**

8.1 Agendas/Schedules

- 8.1.1 The Board shall meet regularly at least six (6) times a year and may hold special meetings at the call of the Chair or any five members of the Board.
- 8.1.2 All Board meeting schedules, agendas, and approved minutes shall be made available to members of the public and posted on the Board's website.
- 8.1.3 The Board may charge a reasonable fee on a cost recovery basis for providing copies of the documents referred to in subsection 9 (b) to individuals on request.
- 8.1.4 The Board shall determine a schedule of regular Board meetings on an annual basis, and the schedule including date, time, and location, and any amendments or changes to the schedule, shall be posted in a public area of the Board's offices and on the Board's website.
- 8.1.5 Where there are no urgent matters and there is insufficient business to warrant the holding of a regular meeting, the Chair may give notice of the cancellation of a regular meeting provided that such notice is given to all Members at least twenty-four (24) hours before the time of the regular meeting and the notice states the time and place of the next meeting at which the regular business shall be transacted.
- 8.1.6 Notice of a meeting shall be sent to each Member by ordinary mail, fax or electronic mail to the addresses recorded in the books of the Board.
- 8.1.7 The **(insert) CFO & Corp Sec (delete) Corporate Secretary** shall send a copy of the agenda for each regular meeting to each Member at least forty-eight (48) hours before the time of commencement of the meeting.

9.2 Chair and Vice-Chair

- 9.2.1 City Council shall appoint the Chair, and the Chair shall hold office for the term of his or her appointment.
- 9.2.2 The Board shall elect a Vice-Chair from among its Members who shall hold office for the term of his or her appointment.
- 9.2.3 Such election of the Vice-Chair shall take place at the first meeting of the Board (or as soon thereafter as possible) after each appointment by Council of the members of Council to the Board, and the appointment of the Chair.
- 9.2.4 The election of the Vice-Chair shall be conducted as follows:
- (a) The Chair shall call for nominations;
 - (b) Each nomination shall be with the consent of the nominee and shall be moved and seconded by a Member;
 - (c) All Members shall be entitled, prior to a vote being taken, to speak to the nominations for not more than five minutes each;
 - (d) Members may ask questions of any nominee for not more than five minutes each;
 - (e) A nominee requires the vote of a majority of the Members present to be elected;
 - (f) Where there are more than two nominees and no nominee receives the majority required for election, the name of the nominee receiving the least number of votes shall be dropped and the Board shall proceed to vote a new until either:
 - i. a nominee receives the majority required for election; or
 - ii. it becomes apparent that no nominee can be elected by reason of a tie;

- (g) Members shall vote by a show of hands, unless otherwise decided by a majority of the Members present.
- 9.2.5 The Chair shall preside at all meetings of the Board except when absent, in which case the Vice-Chair shall preside at the meeting.
- 9.2.6 In the event of a vacancy of a permanent or lengthy nature occurring in the office of the Vice-Chair, the Board shall elect a Vice-Chair at its first meeting following such occurrence.
- 9.2.7 The Vice-Chair elected by the Board, shall, in the absence of the Chair, have all the powers of the Chair under the by-laws of the Board.
- 9.2.8 In the event of a vacancy of a permanent or lengthy nature occurring in the office of the Chair, the **(insert) CFO & Corp Sec (delete) Corporate Secretary** shall immediately notify the City Clerk of the vacancy regarding the office of the Chair so that an appointment may be made by Council.
- 9.2.9 Where the Chair or the Vice-Chair does not attend within fifteen minutes of the time a quorum is present after the time appointed for a meeting of the Board or the resumption after an adjournment, the **(insert) CFO & Corp Sec (delete) Corporate Secretary** shall call the Members to order and an acting Chair shall be appointed from among the Members present and he or she shall preside until the arrival of the Chair or Vice-Chair, as the case may be.
- 9.2.10 The Chair or Vice-Chair, as the case may be, may designate another Member as acting Chair during any part of a meeting of the Board when he or she leaves the chair for any reason.
- 9.2.11 While presiding, the acting Chair shall have all the powers of the Chair under this By-law with respect to chairing the meeting.
- 9.2.12 As soon as there is a quorum after the time set for a meeting, the Chair shall take the chair and call the Members to order.
- 9.3 Special Meetings
- 9.3.1 The Chair or any five Members may at any time summon a special meeting of the Board on notice in writing sent by ordinary mail, fax or by electronic mail to the Members at least forty-eight hours (48) before the time of commencement of the meeting.
- 9.3.2 No notice of a special meeting shall be necessary if all Members are present or if those absent have waived notice in writing of, or otherwise signified their consent to, the holding of the special meeting.
- 9.3.3 The notice calling a special meeting of the Board shall state the business to be considered at the special meeting and no business other than that stated in the notice shall be considered at the meeting, except with at least two-thirds (2/3) of the Members present and voting in the affirmative.
- 9.3.4 At all special meetings of the Board summoned by the Chair, the agenda for the meeting shall be prepared and printed by the **(insert) CFO & Corp Sec (delete) Corporate Secretary** in consultation with the Chair, and the **(insert) CFO & Corp Sec (delete) Corporate Secretary** shall send a copy of the agenda to each Member prior to the time of commencement of the meeting.

9.4 Quorum

- 9.4.1 A majority of appointed members shall constitute a quorum of the Board.
- 9.4.2 In the event there are one (1) or more vacancies on the Board at the time of the meeting, the quorum shall be one-half (1/2) of the remaining members.
- 9.4.3 If no quorum is present at the time set for a meeting of the Board, or the resumption after an adjournment, the **(insert) CFO & Corp Sec (delete) Corporate Secretary** shall call for a quorum for a period of fifteen minutes, or until a quorum is present, whichever is sooner.
- 9.4.4 It is the duty of the Chair to ensure that quorum is present when a vote is taken.
- 9.4.5 During the meeting, if a Member or the **(insert) CFO & Corp Sec (delete) Corporate Secretary** draws the attention of the Chair to the fact that a quorum is not present, the Chair shall, upon determining that a quorum is not present, request the **(insert) CFO & Corp Sec (delete) Corporate Secretary** to call for a quorum for a period of fifteen minutes, or until a quorum is present, whichever is sooner.
- 9.4.6 If there is still no quorum after fifteen minutes, the **(insert) CFO & Corp Sec (delete) Corporate Secretary** shall call the roll and record the names of the Members present.
- 9.4.7 If there is still no quorum by the time the **(insert) CFO & Corp Sec (delete) Corporate Secretary** has completed calling the roll, the Board shall stand adjourned until the next scheduled day of meeting, and all unfinished business shall be carried forward to the next scheduled day of meeting or a special meeting.

9.5 Public and Closed Session Meetings

- 9.5.1 All meetings of the Board of Governors shall be open to the public and no meeting or part thereof shall be in camera unless the subject matter being considered is:
- (a) The security of the property of the Board;
 - (b) Personal matters about an identifiable individual, including Board employees;
 - (c) A proposed or pending acquisition of land for Board purposes; labour relations or employee negotiations;
 - (d) Litigation or potential litigation, including matters before administrative tribunals, affecting the Board;
 - (e) The receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (f) A matter in respect of which the Board has authorized a meeting to be closed under a statute; and
 - (g) A request under the *Municipal Freedom of Information and Protection of Privacy Act*.
- 9.5.2 Before meeting in camera, the Board shall pass a motion stating the fact of holding an in camera meeting and indicating the reason under subsection 9.5.1 why in camera discussion is required.

ARTICLE IX ORDER & DECORUM & CONDUCT OF MEMBERS

- 10.1 The Chair shall:
- (a) Maintain order and preserve the decorum of the meeting;
 - (b) Rule upon procedural matters;
 - (c) Adjourn or suspend the meeting for a specified time if considered necessary because of grave disorder;
 - (d) Determine which Member has the right to speak;

- (e) Ascertain that all Members who wish to speak on a motion have spoken and that the Members are ready to vote, and shall then put the vote;
 - (f) Rule whether a motion or proposed amendment is in order; and
 - (g) Call a Member to order, if required.
- 10.2 No Member shall:
- (a) Where a matter has been discussed in camera and where the matter remains confidential, disclose the content of the matter or the substance of deliberations of the in camera meeting; or
 - (b) Disobey the rules of the Board or a decision of the Chair or of the Board on questions of order or practice or upon the interpretation of the rules of the Board.
- 10.3 No person shall display signs or placards, applaud participants in debate or engage in conversation or other behaviour which may disrupt the proceedings of the Board.
- 10.4 No person, except a Member, shall address the Board unless permitted to do so in accordance with the rules established under this By-law.

ARTICLE X ORDER OF BUSINESS

- 11.1 The *(insert) CFO & Corp Sec (delete) Corporate Secretary* shall have prepared and printed for the use of the Members at the regular meetings of the Board an agenda, and the business of the Board shall in all cases be taken up in the order in which it is listed on the agenda, unless otherwise decided by the Board.
- 11.2 The Board may, by a majority vote of the Members present, make any alteration to the order of the business, but shall not delete any portion of the business which has been set out in the agenda.
- 11.3 Notwithstanding the order of business set out in subsection 11.1, where the same or related subject matters appear in more than one place on the agenda, the Board may:
- (a) Deal with all items related to the matter together;
 - (b) Deal with such items as they appear on the agenda; or
 - (c) Refer the items for consolidation into one report.

ARTICLE XI RULES OF DEBATE

- 12.1 Members may indicate, at the request of the Chair, those agenda items that they wish to be held for questions or discussion by the Board; and shall prior to any consideration of the Board, make declarations of interest with respect to any agenda item.
- 12.2 The Chair shall maintain a list of Members who have requested to speak or to ask questions with respect to an agenda item, and the Chair shall designate Members to speak or to ask questions in the order in which they appear on the list.
- 12.3 All questions of the Chair, officials of the Board or other body, a Committee Chair or a deputant, shall be asked before any Member may speak on a matter.
- 12.4 The Member who requested a matter be held shall be the first speaker named on the list of Members who have requested to speak.
- 12.5 The Chair of any Committee having responsibility for the matter shall be the second Member named on the list of Members who have requested to speak.

- 12.6 A Member may speak to the same matter for a maximum of five minutes except that the Board may, on the affirmative vote of a majority of the Members present and voting, grant one five minute extension.
- 12.7 A Member may make a motion with respect to an agenda item which is before the Board for debate, and may also make motions with respect to introducing new business at a meeting.
- 12.8 Only motions introducing new business shall require a seconder.
- 12.9 After a motion is moved by a Member, it shall be deemed to be in the possession of the Board and may not be withdrawn without a majority vote of the Members present and voting.
- 12.10 Any Member may require a motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.
- 12.11 When a question is before the Board for consideration, no motion shall be received other than a motion to adopt or to amend, a motion to receive, a motion to defer or a motion to refer.

ARTICLE XII VOTES

- 13.1 The Chair and every Member present at a meeting of the Board when a question is put shall vote thereon, unless prohibited by statute, in which case it shall be so recorded.
- 13.2 Unless the Board's Governance By-law specifies otherwise, a matter passes when a majority of members present vote for it.
- 13.3 To pass a motion to amend or repeal the Board's Governance By-law or any part thereof, requires a two-thirds vote of the Members present. The amendment or repeal is subject to Council approval.
- 13.4 An abstention shall be counted as a vote in the negative.
- 13.5 In the event of an equality of votes on any question, the question shall be defeated.
- 13.6 A Member may request a recorded vote on any matter and must make the request immediately before or after the vote is taken.
- 13.7 If request for recorded vote is made immediately after the vote is taken, the first vote is nullified and a second, recorded vote must be held.
- 13.8 When a recorded vote is requested by a Member, or is otherwise required, the *(insert)* **CFO & Corp Sec** *(delete)* ~~Corporate Secretary~~ shall record the name and vote of every Member on any question.
- 13.9 When the Chair calls for a vote on a question, each Member shall occupy his or her seat and shall remain in his or her seat until the result of the vote has been declared by the Chair.
- 13.10 Upon the request of any Member, and when the Chair is satisfied that a matter under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.
- 13.11 When a vote is taken the order of the vote shall, unless otherwise decided by the Board, be as follows:

- (a) Upon any motion to refer;
- (b) Upon any motion to defer;
- (c) Upon any motion to receive;
- (d) Upon the amendments in the reverse order of presentation, dealing with an amendment to an amendment immediately before the amendment it proposes to amend;
- (e) Then, upon the motion to adopt or upon the motion to adopt as amended, if any amendments have been carried; provided that a vote upon a motion to adopt or upon a motion to adopt, as amended, is not necessary where every provision or recommendation has already been voted on by the Board; and
- (f) A vote on a "report, as amended" may be split only for the purpose of complying with the *Municipal Conflict of Interest Act*.

ARTICLE XIII MINUTES

- 14.1 Unless otherwise decided by the Board, the minutes of each meeting of the Board shall be submitted for confirmation or amendment to the Board at its next regular meeting or as soon thereafter as is reasonably practicable.
- 14.2 Prior to such confirmation or amendment, if required by any Member, the minutes or so much thereof as may be required, shall be read by the **(insert) CFO & Corp Sec** ~~(delete) Corporate Secretary~~.
- 14.3 After the minutes of a previous meeting have been confirmed, or approved as amended, by the Board, the Chair and the **(insert) CFO & Corp Sec** ~~(delete) Corporate Secretary~~ shall sign them.

ARTICLE XIV DEPUTATIONS AT A BOARD OF GOVERNORS MEETING

- 15.1 Subject to this section, any person may, either on his or her own behalf, or as a representative of an organization or group, appear at any public meeting of the Board and address the Board with respect to any matter on the agenda for that meeting.
- 15.2 Every individual, organization or group wishing to make oral submissions to the Board, either in person or through a representative, shall give notice in writing to the **(insert) CFO & Corp Sec** ~~(delete) Corporate Secretary~~ no later than noon on the third working day preceding the day of the meeting.
- 15.3 The notice referred to in subsection 15.1 shall be signed by the person or representative, shall indicate the mailing address of the person and of any organization or group on behalf of which submissions are to be made, and shall contain an outline of the submissions to be made.
- 15.4 For matters on the agenda, notwithstanding subsections 15.2 and 15.3, the Board may decide, by majority vote:
 - (a) To hear oral submissions, notwithstanding non-compliance with the requirements of those subsections;
 - (b) To defer hearing the submissions until such requirements have been complied with; or
 - (c) To require, as a condition of hearing the submission, the filing of a written outline with the **(insert) CFO & Corp Sec** ~~(delete) Corporate Secretary~~.
- 15.5 Where a matter to which an individual, organization or group wishes to speak before the Board is not on the agenda of a meeting, the matter may, with the consent of the Chair, be placed on the agenda of the next meeting.

- 15.6 The Board may seek depositions from selected groups and the general public on a matter before the Board, and shall determine whether or not it will consider the matter at that meeting following the depositions, or defer consideration of the matter to a subsequent meeting.
- 15.7 Unless otherwise decided by the Board, a presentation of submissions shall be limited to five minutes and, to avoid repetition, any presentation on behalf of an organization, including any municipality, corporation, or association, or on behalf of any group, shall be made by a single representative.
- 15.8 Notwithstanding subsection 15.7, the time involved in receiving and answering questions from the Members shall not be deducted from the time limited for the presentation of submissions.

ARTICLE XV COMMITTEES OF THE BOARD OF GOVERNORS

- 16.1 The Board may establish any number of committees, including standing committees and special committees, for such purposes as it may from time to time deem desirable, and appoint members who may or may not be board members, as long as the board does not delegate to committees that have non-board members any final decision-making authority.
- 16.2 The Chair shall be a member ex-officio of all Committees of the Board and shall be entitled to a vote as a member of such Committees.
- 16.3 Sections 9 to 15 of this By-law shall apply with all necessary changes to the proceedings of any Committee established by the Board.
- 16.4 The **(insert) CFO & Corp Sec (delete) Corporate Secretary** shall be the secretary of all Committees established by the Board.
- 16.5 All items considered by a Committee shall be reported to the Board.

ARTICLE XVI OFFICERS

17. The Board shall, as it may require from time to time, appoint a Chief Executive Officer and **(insert) a Chief Financial Officer & Corporate Secretary (delete) Corporate Secretary** as Officers of the Board.

ARTICLE XVII AMENDMENTS TO BY-LAW

- 18.1 To pass a motion to amend or repeal the Board's Governance By-law or any part thereof, requires a two-thirds vote of the Members present. The amendment or repeal is subject to Council approval.
- 18.2 No amendments or repeal of this By-law shall be considered at any meeting of the Board unless notice of the proposed amendment or repeal was given at a previous regular meeting of the Board and a copy of the notice of motion to amend or repeal is provided to the Members by the **(insert) CFO & Corp Sec (delete) Corporate Secretary** by regular mail, fax or electronic mail at least forty-eight (48) hours prior to the meeting at which it is to be considered.

APPENDIX “B”
THE BOARD OF GOVERNORS OF EXHIBITION PLACE

Financial By-law No. *(delete) 2-13 (insert) 2-16*

To confer certain authorities and responsibilities with respect to the appropriation and commitment of funds, the payment of accounts, and the procurement of goods and services by the Board of Governors of Exhibition Place.

The Board of Governors of Exhibition Place HEREBY ENACTS as follows:

ARTICLE I
INTERPRETATION

Definitions

1. In this By-law:

“Account” means a financial liability of the Board of Governors arising from a commitment and evidenced by any invoice, pay sheet, receipt or other document indicating payment is due for the goods or services specified in the account;

“Act” means the *City of Toronto Act, 2006*, as amended from time to time;

“Appropriation” means the allocation of funds by the Board of Governors for a specified purpose of the Board of Governors and shown as such in the Estimates;

“Authorized Signatories” means an employee of the Board of Governors authorized to execute on behalf of the Board of Governors those instruments pursuant to section 4 of this By-law;

“Award” means the acceptance of a Tender, Proposal or Quotation by the Board of Governors pursuant to the terms of this By-law;

“Bid” means a Quotation, Tender or Proposal;

"Board of Governors" means The Board of Governors of Exhibition Place;

“Budget” means the operating and capital budgets approved by the Board of Governors and Council;

“Call” means a call for Tenders;

"Chair" means the Chair of the Board of Governors;

“CEO” means the Chief Executive Officer of Exhibition Place as appointed by the Board of Governors or his/her Delegate and includes an appointment by the Board of Governors to fill this position on an interim basis;

***(insert)* “CFO & Corp Sec” means the Chief Financial Officer & Corporate Secretary of the Board, and includes an appointment by the Board to fill this position on an interim basis.**

***(delete)* “CFO” means the Chief Financial Officer of the Board, and includes an appointment by the Board to fill this position on an interim basis;**

“City” means the City of Toronto;

"City Manager" means the City Manager of the City of Toronto;

"City Purchasing" means the City's Purchasing and Material Management Division, or successor organization unit;

"Committee" means any committee appointed by the Board of Governors;

"Consent Form" means a form to be signed by an Executive, consenting to the disclosure of their individual compensation, or other information, to the City Manager;

~~**"Corporate Secretary" means the Corporate Secretary of the Board of Governors or his or her Delegate and includes an appointment by the Board of Governors to fill this position on an interim basis;**~~

"Council" means the Council of the City of Toronto;

"Delegate" means any person to whom the Chief Executive Officer *(insert) and CFO & Corp Sec* ~~**Corporate Secretary**~~ has delegated authority under this By-law;

"Estimates" means the annual operating and capital estimates submitted for adoption by the Board of Governors in accordance with section 3;

"Executive" means the Chief Executive Officer, *(insert) CFO & Corp Sec,* ~~**Corporate Secretary**~~ General Manager/Operations and General Manager/Sales & Event Management, or any direct report to the CEO of a similar level;

"General Manager(s)" means the general managers responsible for the Soccer Stadium Program and the department heads within the Exhibition Program; and including any future additions or deletions of programs as approved by the Board of Governors;

"Member" means a member of the Board of Governors who is either a member, ex-officio, or a member appointed by the Council as provided in the *Act*;

"Officer" means the Chief Executive Officer and *(insert) CFO & Corp Sec* ~~**Corporate Secretary**~~.

"Program Areas" means the Exhibition Place Program and the Soccer Stadium Program; and including any future additions or deletions of programs as approved by the Board;

"Project" means an undertaking, work or improvement of the Board of Governors included in the capital works program;

"Proposal" means a proposal to supply goods or services in response to a Request for Proposals issued by the Board of Governors;

"Quotation" means an offer to supply goods or services at a price fixed as to the total amount or on a unit basis, or both;

"Request" means a request for Quotations or Proposals;

"Tender" means an offer to perform a Project or other work or undertaking or provide a service at a price fixed as to total amount or on a unit basis, or both; and

"Unit" means an organizational unit of the Board of Governors.

ARTICLE II GENERAL

- 2.1 The Board of Governors has the sole authority, subject to the approval of Council, to allocate funds to Appropriations and Projects.
- 2.2 No Officer, General Manager, Committee, Member or employee of the Board of Governors shall authorize any expenditure which shall exceed the Appropriation made by the Board of Governors for any purpose, nor authorize the expenditure of money appropriated to a particular Project or purpose to any other Project, purpose, service or work.
- 2.3 No commitment shall be made, no debt shall be incurred, no expenditure shall be made and no Account shall be paid by an Officer, General Manager, Committee, Member or employee of the Board of Governors on behalf of the Board of Governors except with the approval of the Board of Governors or in accordance with the provisions of this By-law.

ARTICLE III APPROPRIATIONS

- 3.1 The Board of Governors, in adopting the Estimates of all sums required during the year for the purposes of the Board of Governors in accordance with the Act, shall determine the sums required for every purpose and the sums required for the various categories or purposes, as approved by Council, shall be an Appropriation.
- 3.2 Once the Estimates have been approved by the Board of Governors and Council, all spending by the Board of Governors shall be in accordance with the Budget. Any transfer of sums between Program Areas must be approved by the Board of Governors; and any transfer between Projects must be approved by the Board of Governors and Council.

ARTICLE IV ADMINISTRATION

- 4.1 The **(insert) CFO & Corp Sec (delete) CFO** shall maintain a current delegation schedule specifying the Officers, General Managers and employees of the Board of Governors having financial signing authority on behalf of the Board of Governors for those spending matters listed on the delegation schedule within the monetary limits as set out in this By-law, and specify such restrictions and approval limits that apply.
- 4.2 Any delegation schedule prepared by the **(insert) CFO & Corp Sec (delete) CFO** pursuant to subsection 4.1 shall be signed by the CEO and a copy, with specimen signatures of the designated Officers, General Managers and employees of the Board of Governors referred to in subsection 4.1, shall be filed with the **(insert) CFO & Corp Sec (delete) CFO** and submitted to the Board of Governors for review at the last meeting of the calendar year or more frequently as required or as requested by the Board of Governors.
- 4.3 The banking business of the Board of Governors shall be transacted with such bank or trust company carrying on a banking business as the Board of Governors may designate, appoint or authorize from time to time by resolution, and all such banking business shall be transacted on behalf of the Board of Governors by such one or more Authorized Signatories as the Board of Governors may designate, direct or authorize from time to time by resolution.
- 4.4 All withdrawals from such bank or trust company shall be made by cheque drawn on the bank or trust company and signed by any two Authorized Signatories.

- 4.5 If two Authorized Signatories are not available to sign as required under subsection 4.1, cheques may be signed by the Chair of the Board of Governors and one Authorized Signatory.
- 4.6 The **(insert) CFO & Corp Sec (delete) CFO** shall carry out whatever tests and inquiries are appropriate to ensure that satisfactory internal control practices are followed and that the terms of this By-law are duly carried out and the **(insert) CFO & Corp Sec (delete) CFO** is authorized to issue administrative directives for this purpose to be followed by Officers, General Managers and employees of the Board of Governors.
- 4.7 The auditor of the Board of Governors shall be the auditor appointed by the City of Toronto as required by the *Act*.
- 4.8 The fiscal year for the Board of Governors shall correspond to the calendar year, being the period from the 1st day of January to the 31st day of December.

ARTICLE V AUTHORITY OF THE CHIEF EXECUTIVE OFFICER

- 5.1 The CEO may make a commitment having such terms which are less than one year and which provide for payments not exceeding \$150,000.00 in any one instance provided that the approval of the Board of Governors has been given either by way of an Appropriation in the Budget for that purpose or by way of approval of the Project and the funding is provided therefor. For the purposes of this By-law, a commitment includes a purchase order and an agreement.
- 5.2 The CEO may enter into license agreements satisfactory to the City Solicitor for less than one year for the rental of the buildings or the grounds on terms consistent with rental policies adopted by the Board of Governors;
- 5.3 The CEO may enter into lease agreements satisfactory to the City Solicitor for less than one year for the lease of the buildings or portions of the grounds.
- 5.4 The CEO may enter into sponsorship agreements satisfactory to the City Solicitor for less than one year where the value of such agreements is less than \$50,000.00, on terms consistent with sponsorship policies adopted by the Board that are consistent with City policies.
- 5.5 The CEO has the following authority with respect to the employees of the Board of Governors:
- (a) Hire employees for positions in the establishment of strength of the Board of Governors or as required by the CEO, provided that funds are available in the Appropriation for that purpose;
 - (b) In the absence of any written agreement to the contrary, the CEO may remove any employee of the Board of Governors, other than an Officer of the Board of Governors;
 - (c) Recommend to the Board of Governors increases in salary grades for all employees in the establishment of strength of the Board of Governors, following finalization of the economic increases for the year by the Council for the City; and
 - (d) The CEO shall report to the Board of Governors with respect to the approval of all additions and deletions to the establishment of strength of the Board of Governors.

- 5.6 The Officers are hereby authorized to sign documents and affix the corporate seal on behalf of the Board of Governors.

ARTICLE VI
AUTHORITY OF THE *(insert)* CHIEF FINANCIAL OFFICER & CORPORATE SECRETARY
***(delete)* CHIEF FINANCIAL OFFICER**

6. Despite any other provision in this By-law, the ***(insert)* CFO & Corp Sec *(delete)* CFO** is authorized to pay the following Accounts provided that funds are available in the Appropriation or Project for the purpose of:
- (a) All salaries, wages, and benefits due to any person in the employ of the Board of Governors;
 - (b) All retiring allowances and mandatory sick pay grants due to any person previously in the employ of the Board of Governors;
 - (c) All accounts for telephones, postage and utilities supplied to the Board of Governors;
 - (d) All accounts for fees and levies payable to the federal, provincial or other municipal government, or to any agency, board or commission thereof;
 - (e) All accounts for payment of principal or interest on loans or overdrafts, including foreign exchange; and
 - (f) All accounts relating to employee pension deductions and employer pension contributions in respect of the salaries and wages to those persons who are paid by or employed by the Board of Governors, and which are payable in respect of any duly authorized registered pension plan on behalf of the respective employees.

ARTICLE VII
FORMS OF COMMITMENTS

7.1 Purchase Orders

- (a) Purchase orders for all goods and services costing in excess of \$50,000.00, excluding all taxes in any one instance shall be procured through City Purchasing.
- (b) Goods and services costing less than \$50,000.00 in any one instance may be procured through an Exhibition Place purchase order.
- (c) Exhibition Place Purchase Orders shall be issued in accordance with the Board's "Procurement Policy".

7.2 Petty Cash

- (a) There may be established in a Unit a petty cash fund in an amount approved by the ***(insert)* CFO & Corp Sec *(delete)* CFO** having regard to the operational requirement of the Unit.
- (b) The CEO may authorize petty cash expenditures not exceeding \$500.00 in any one instance or such amount as amended by the Board of Governors and City of Toronto from time to time.
- (c) The CEO is authorized to reimburse a petty cash fund upon the submission of receipts and such other documentations as may be required.

7.3 Professional Services Agreements

The CEO may authorize a competitive process to result in the entering into of a written agreement for the provision of professional services at a cost not exceeding \$50,000.00.

7.4 Convention, Business and Travel Expenses

The CEO shall authorize the reimbursement of expenses, including travel, meal and entertainment expenses, incurred by the Officers, General Managers, Members and employees of the Board of Governors in carrying out the business of the Board of Governors, provided that such expenses were incurred in accordance with such City and/or Board of Governors policies as may be adopted from time to time by the Board of Governors.

7.5 Meterage

Employees of the Board of Governors who are authorized to use their own vehicles for the purposes of the Board of Governors shall be entitled to claim meterage at a rate equivalent to the rate specified in the applicable collective agreement or, for non-union staff, in accordance with such City and/or Board of Governors policies as may be adopted from time to time by the Board of Governors.

ARTICLE VIII CAPITAL WORKS PROGRAM

- 8.1 The Board of Governors in adopting the annual Estimates shall determine the sums required for every Project.
- 8.2 Notwithstanding the inclusion of a Project within the annual Estimates adopted by the Board of Governors, the funding for each individual Project must have the approval of the Board of Governors.
- 8.3 No Project shall be authorized by the Board of Governors without having either an estimate of the probable cost of each specific element of such Project or, in the absence of an estimate, a limit on the amount to be expended for each element.
- 8.4 No contracts shall be entered into for any Project or specific element of a Project at a larger sum or involving a larger expenditure than the amount so estimated or limited, unless approved by the Board of Governors.

ARTICLE IX AWARDS

- 9.1 All Tenders shall be issued through City Purchasing.
- 9.2 Tenders received by an Officer, General Manager, employee or agent of the Board of Governors specified in the Call and dated before the time for the close of Tenders stipulated in such Call shall be opened at a public meeting and the prices offered by each, or a summary thereof, shall be read aloud and recorded.
- 9.3 Subject to subsection 5.1 the CEO is authorized to make an Award of a Quotation or an Award of Tender if all the following conditions are met:
- (a) The Appropriation for that purpose is in the Budget and funding is provided therefore;

- (b) The award is less than \$150,000.00 in any one instance and having such term which is less than one year, except where the award includes optional second year pricing and is structured to establish an agreement for goods and services to be provided on an “as and when required basis” with no encumbrance of funds and where the upset limit is less than \$150,000.00, in total, for both years;
 - (c) The Award is to the lowest bidder whose Bid meets the specifications and requirements set out in the Request for Quotation or Request for Tender; and
 - (d) There is no written objection to the Award filed with the CEO, or agent of the Board of Governors before the Award is made.
- 9.4. All recommendations for Awards based on Proposals received in response to a Request for Proposals, in excess of a total value of \$50,000.00, shall be reported to and must be approved by the Board of Governors.
- 9.5 The contents of any Bid shall be made available to the public, on request, to the extent required and permitted by the *Municipal Freedom of Information and Protection of Privacy Act*.

ARTICLE X EMERGENCIES

10. Notwithstanding any other provision of this By-law, where in the opinion of the CEO an emergency exists, the CEO is authorized to take such immediate steps as may be considered necessary, acting reasonably, to deal with the emergency and the CEO shall:
- (a) If the funds to be committed exceed \$150,000.00, immediately notify the Chair of the Board of Governors of the proposed course of action; and,
 - (b) Report the action taken and request concurrence of the Board of Governors at its next meeting following such action.

ARTICLE XI DISPOSAL OF SURPLUS PROPERTY

11. Any materials or equipment owned by the Board of Governors, which is declared by the CEO to be surplus to Board of Governors requirements, shall be disposed of:
- (a) First, by arranging for the materials or equipment to be transferred to another department of the City of Toronto which can utilize them;
 - (b) Second, by having the materials and equipment disposed of through City Purchasing by public auction or by call for competitive bids; or;
 - (c) As the Board of Governors may otherwise direct.

ARTICLE XII FINANCIAL REPORTS

- 12.1 The CEO shall report to the Board of Governors on a regular basis on such matters as requested by the Board of Governors and as provided in policies and/procedures adopted by the Board of Governors.
- 12.2 Every report recommending the expenditure of money shall state the grounds on which the recommendation is made with sufficient fullness to enable the Board of Governors to judge the propriety of the proposed expenditure.

**ARTICLE XIII
DISCLOSURE OF EXECUTIVE COMPENSATION**

- 13.1 The Board shall disclose individual executive compensation to the City Manager in a form and at a time satisfactory to the City Manager and as permitted by law for inclusion in a confidential report to City Council.
- 13.2 Signed Consent Forms to be signed by the Executives shall be filed and retained by the **(insert) CFO & Corp Sec (delete) Corporate Secretary**.
- 13.3 Employment contracts for Executives engaged by the Board as of July 11, 2012 shall include a provision providing employee consent to disclosure of their individual compensation, or other information, to the City Manager and in a form and at a time satisfactory to the City Manager.

**ARTICLE XIV
AMENDMENTS TO BY-LAW**

- 14.1 To pass a motion to amend or repeal the Board's Financial By-law or any part thereof, requires a two-thirds vote of the Members present. The amendment or repeal is subject to Council approval.
- 14.2 No amendments or repeal of this By-law shall be considered at any meeting of the Board unless notice of the proposed amendment or repeal was given at a previous regular meeting of the Board and a copy of the notice of motion to amend or repeal is provided to the Members by the **(insert) CFO & Corp Sec (delete) Corporate Secretary** by regular mail, fax or electronic mail at least forty-eight (48) hours prior to the meeting at which it is to be considered.